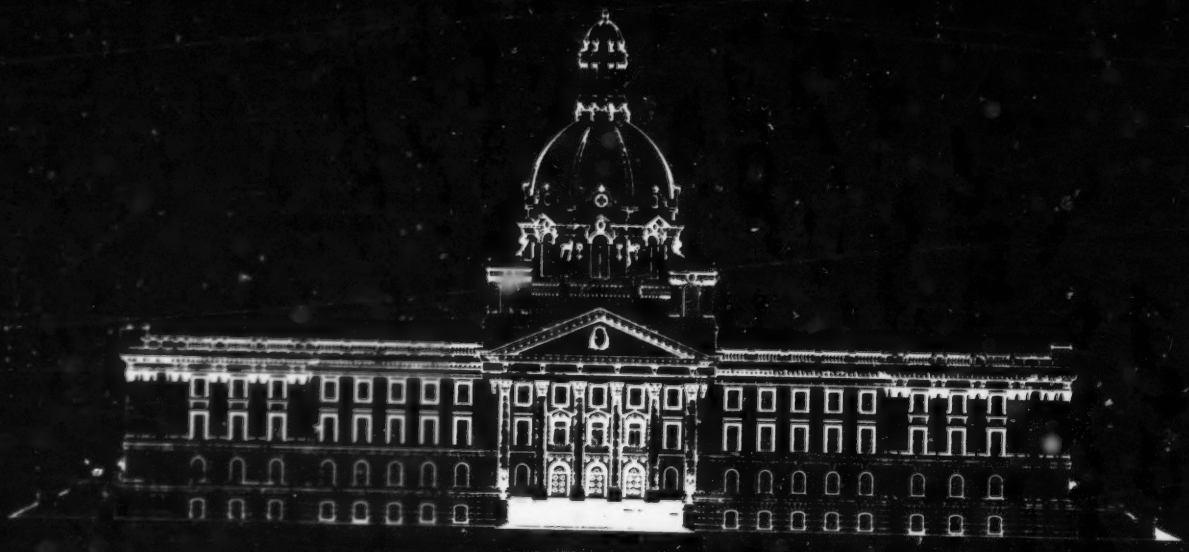


Annual Report - 1989

Alberta

Legislative Assembly Office

LEGISLATIVE ASSEMBLY
ALBERTA

OFFICE OF THE CLERK

801 LEGISLATURE ANNEX
9718 - 107 STREET
EDMONTON, ALBERTA, CANADA
T5K 1E4
TELEPHONE: (403) 427-2580
FAX: (403) 427-5688

March 8, 1990

To The Honourable The Speaker of the
Legislative Assembly

I have the honour to submit the third annual report of the Legislative Assembly Office for the calendar year ended December 31, 1989.

This report includes the annual report of *Alberta Hansard* as required by Standing Order 110.

Respectfully submitted,

W.J. David McNeil
Clerk of the Legislative Assembly

Legislative Assembly Office

Annual Report

1989

Alberta

Prepared for The Honourable David J. Carter
Speaker of the Legislative Assembly
Legislative Assembly of Alberta

Introduction

The Legislative Assembly Office: in Service to Alberta's Parliament

The historical origins of the Legislative Assembly Office of Alberta are traceable back to the 14th century in England when the first Speaker was elected by Parliament and the first Clerk appointed. In recent years the Office has sometimes been informally referred to as the Speaker's department. The current title was made official by the passage of the Legislative Assembly Act in 1983.

The most common misconception about the Legislative Assembly Office is that it is a branch of the government and that its staff are government employees. The government is the executive branch of our parliamentary system and is responsible for applying and enforcing laws; the Legislative Assembly is the legislative branch and is responsible for establishing those laws. The Legislative Assembly Office provides various types of support to the entire Assembly and to the MLAs of opposition and government parties alike.

The Speaker of the Legislative Assembly, who has administrative authority and responsibility similar to those of the ministers of various government departments, does not belong to the cabinet, cannot be asked questions during the Oral Question Period in the House, and cannot participate in debates in the Assembly. The Speaker is elected from among the members of the Assembly. The Clerk is the Speaker's chief administrative deputy and has authority and responsibility similar to those of a deputy minister in government.

The Speaker's responsibility is twofold. In the House he maintains order and ensures that business is conducted in accordance with the Standing Orders of the Assembly; administratively, he is responsible for maintaining the records of the Assembly and for providing financial, administrative, information, and other services to the members and to the general public. This duality of House services and administrative services is a unique characteristic of the Office, is evident throughout the Office, and results in the duties, work hours, and physical location of many staff being significantly different during sessions of the Assembly from what they are otherwise.

A further aspect of the unique nature of the Legislative Assembly Office is its direct relationship with a committee of the House, the Special Standing Committee on Members' Services, of which the Speaker is customarily appointed chairman. The committee approves the annual estimates of expenditure for the Office and has authority to modify with respect to the Office statutory provisions governing financial and personnel administration. The Members' Services Committee also has the responsibility to regulate constituency office support and members' indemnities, allowances, benefits, and group insurance plans, all of which are administered by the Office.

As well, each of the caucuses of members elected to the Assembly constitutes a branch of the Legislative Assembly Office. Although technically the administration of each caucus office is under the authority of the Speaker, for obvious reasons these branches operate with considerable autonomy. Caucus branches, of which there are now three, are therefore not part of this report, which includes only branches of the Office which are under the full control of the Speaker of the Assembly. However, since the caucuses receive financial, administrative, and personnel services, as well as other support from other branches of the Office, some reference is made to these services in the reports of the other branches. In addition, the consolidated budget estimates of the Office, which are at the end of this report, include the estimates for the caucus branches.

Table of Contents

Overview 1
Purpose Statement and Organization Chart 2
Functional Statements 3
House and Committee Services
Clerk Assistant and Clerk of Committees 4
Information, Reference, and Co-ordination Services
Legislature Library 7
Legal Services
Parliamentary Counsel 10
Ceremonial and Security Services
Sergeant-at-Arms 11
Reporting Services
Alberta Hansard 12
Administrative Services
General Administration 16
Personnel Services
Personnel 19
Information Systems Services
Information Systems 22
Special Events 24
Interparliamentary Relations 26
Participation in National and
International Organizations 27
Summary of Budget Estimates by Account
1988-89 and 1989-90 28

Overview

Clerk, W.J. David McNeil

The 1989 calendar year was a very active one for the staff of the Legislative Assembly Office both in proceeding with a number of planned initiatives and in dealing with a general election call which drastically changed the normal schedule of activity in the Office.

The Fourth Session of the 21st Legislature commenced on Friday, February 17, with the reading of the Speech from the Throne. However, with the dissolution of the House on Monday, February 20, and the calling of a general election, the focus of the Office's activity changed from managing a normal session of the Legislature to dealing with the consequences of dissolution.

In anticipation of an election call, the Legislative Assembly Office had prepared dissolution policy guidelines for MLAs, which were distributed on February 16. This document provided guidance to MLAs and their staff with respect to their remuneration, benefits, allowances, and services upon dissolution of the Assembly. One section dealt specifically with information for MLAs who had decided not to seek re-election and covered such issues as pension eligibility and termination or extension of benefits.

After the election writ was issued, the staff of the Legislative Assembly Office turned their attention to the challenge of assisting caucuses in welcoming and providing orientation for both new and returning MLAs. Two initiatives were undertaken in this regard: the development of a totally redesigned *Members' Guide* and an accompanying MLA orientation program. The *Members' Guide* was published in late March, and the orientation program was presented to caucuses and their staff at their invitation subsequent to the election.

The First Session of the 22nd Legislature commenced on June 1 and adjourned August 18 for a total of 48 sitting days, including 26 night sittings. Committee activity after the conclusion of the session was more extensive than normal due to the creation of two special select committees, the Electoral Boundaries Committee and the Ombudsman Search Committee.

The past year also saw significant advances on a number of major initiatives in electronic data processing. This was facilitated by the ADM/Legislature Librarian and by the creation of the new role of Director of Information Systems Services. Pursuant to the Members' Services Committee's approval of the proposal to computerize constituency offices and of funds for that purpose in the 1989-90 budget, a standard hardware and software package was installed in 43 constituency offices, and staff were trained to use it.

By year end a strategic plan for the development of information systems in the Office over the next five years was approved by the Members' Services Committee. It provides a framework for converting the entire Office to up-to-date microcomputer technology. The importance of conversion was underscored when the supplier of our existing computer hardware announced it was abandoning the manufacturing market.

A new MLA accounts system was implemented on April 1 which provides more comprehensive and timely reports to MLAs and management on constituency office budget expenditures and other MLA allowances. The conversion to Treasury's remote data entry system implemented in late 1988 resulted in a faster turnaround time and better control of invoice payments as well as fewer processing errors in 1989. Other initiatives consistent with the strategic plan were computer conversions to produce *Hansard*, House documents, and private members' Bills using new microcomputer technology and the start of the process to convert and link caucus offices to the growing microcomputer network.

The Legislative Assembly had the responsibility and pleasure of hosting two major conferences, the 29th Regional Conference of the Commonwealth Parliamentary Association and the Canadian Council of Public Accounts Committees, both held in July. (See Special Events, pp. 24-25.) The tremendous success of both conferences was made possible by the exceptional effort of all the staff of the Office, both those who played a direct role in the conferences and those who carried the heavy sessional workload.

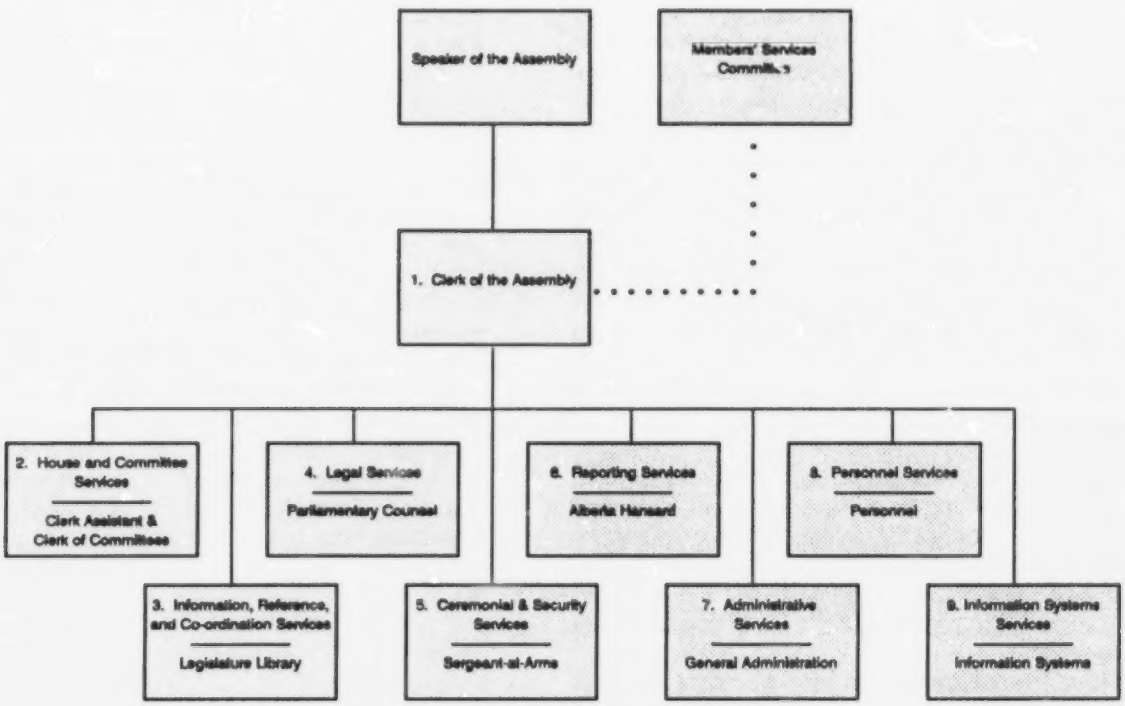
Legislative Assembly Office

Purpose Statement

Within the traditions of parliamentary democracy as constitutionally established in Alberta:

1. To assist the Assembly in protecting its institutions and privileges.
2. To provide assistance and support to the Speaker of the Legislative Assembly in carrying out the duties of office.
3. To provide assistance and support to members in carrying out their role as elected representatives of the people of Alberta.
4. To record the proceedings and maintain the records of the Legislative Assembly.
5. To provide public information and educational services on behalf of the Assembly.

Functional Organization Chart



Functional Statements

1. **Clerk of the Legislative Assembly**

   Provides advice and support to the Speaker and members on procedural and administrative matters.

   Manages the Legislative Assembly Office.

   Acts as Secretary, Alberta branch, of the Commonwealth Parliamentary Association.

2. **House and Committee Services**
   Clerk Assistant and Clerk of Committees

   Provides procedural advice to the Speaker and members of the Assembly.

   Manages support services to legislative committees.

   Maintains House records and manages Legislative Assembly Office records.

   Manages production of House documents.

3. **Information, Reference, and Co-ordination Services**
   Legislature Library

   Provides information and reference services to the Legislative Assembly.

   Co-ordinates a number of co-operative programs among Alberta government libraries.

4. **Legal Services**
   Parliamentary Counsel

   Provides legal services to the Speaker, members of the Assembly, and staff of the Legislative Assembly Office.

   Drafts Assembly documents, including private members' Bills and motions.

   Provides legal services to the Chief Electoral Officer.

   Manages the legislative intern program.

5. **Ceremonial and Security Services**
   Sergeant-at-Arms

   Provides security services to the Legislative Assembly.

   Provides page and messenger services to the Assembly during its sittings.

6. **Reporting Services**
   Alberta Hansard

   Produces the official report of what is said during meetings of the Legislative Assembly and its committees.

   Co-ordinates orientation and public education services for the Legislative Assembly.

7. **Administrative Services**
   General Administration

   Provides financial and administrative support to the Legislative Assembly.

8. **Personnel Services**
   Personnel

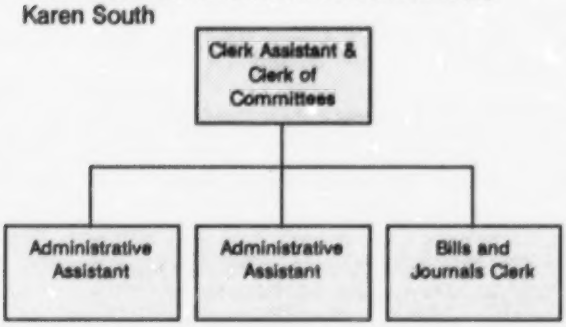
   Provides human resource management services to the Legislative Assembly.

9. **Information Systems Services**
   Information Systems

   Provides electronic data processing and office automation services to the Legislative Assembly.

House and Committee Services

Clerk Assistant and Clerk of Committees,
Karen South



The standing committees of the Legislative Assembly met a total of 64 times in 1989: eight meetings prior to dissolution of the 21st Legislature on February 20 and 56 meetings during the First Session of the 22nd Legislature. Active committees were the Alberta Heritage Savings Trust Fund Act, Legislative Offices, Members' Services, Private Bills, and Public Accounts.

Two special committees of the Legislature were struck during the First Session of the 22nd Legislature. The Select Special Ombudsman Search Committee met eight times and in December recommended a candidate for appointment from among the 249 applications received following an open competition for the position. Providing administrative support for this process entailed a significant amount of additional work for committee staff.

A Select Special Committee on Electoral Boundaries was established by the House near the end of the session. Since a heavy workload was anticipated for the committee over a period of six months or more, a separate office for the committee was established in the Legislature Annex, and several staff were hired specifically to support this committee. During 1989 the committee traveled to other jurisdictions and met 22 times, including public hearings in different parts of the province. Its extensive activities are expected to extend beyond the prorogation of the First Session.

The chairman of the Standing Committee on Public Accounts hosted the annual meeting of the Canadian Council of Public Accounts Committees in Edmonton in July. Staff of the branch were actively involved in organizing and co-ordinating the conference, which occurred in July during a sessional recess.

The branch provided substantial support in helping to organize and host the Canadian Regional Conference of the Commonwealth Parliamentary Association, which opened in July on the last day of the Public Accounts conference. Staff played a major role in providing registration, hospitality, and general assistance to the CPA delegates. For further information on both of these conferences, see Special Events, pages 24 and 25.

A procedural guide was prepared and distributed to all committee chairmen in 1989. This guide explains the procedures followed by legislative committees and provides guidance for dealing with procedural questions.

The 1988-89 legislative interns travelled to Toronto and Ottawa in January, meeting with elected representatives of all parties and staff associated with House operations in those jurisdictions. Effective September 1 full responsibility for administering the intern program was transferred to Michael Ritter, Parliamentary Counsel.

Staff changes within the Clerk's office and an increased workload resulted in a proposal in the fall to create a new position, *Journals* and Bills Clerk. The selection process for this position was well under way at the end of the year, with training to be completed prior to the anticipated spring opening. The person in this position is to be given the responsibility for producing Votes and Proceedings, the Order Paper, Bills prepared by Parliamentary Counsel, and the *Journals*. At the end of the year, format changes to these documents to improve their readability and to ensure consistency in style were being considered. At the same time, preparations were being made to convert the production of these documents from the old word processing system to the Assembly's new microcomputer network.

A records management policy for the Legislative Assembly Office was implemented in 1989.

House Statistics
Oral Question Period

	22nd LEGISLATURE			21st LEGISLATURE		
	First Session (1989)			Third Session (1988)		
Caucus	Questions	Suppl.	Time (Min.)	Questions	Suppl.	Time (Min.)
New Democrat	240	480	988	239	927	1498
Liberal	160	318	637	127	691	1035
Representative	-	-	-	68	239	395
Progressive Conservative	141	255	532	77	343	485
TOTALS	541	1053	2157	511	2200	3413

Comparative House Statistics

	First Session (1989)	Third Session (1988)
No. of Sitting Days	48	72
Evening Sittings	26	33
Government Bills		
-introduced	26	65
-received Royal Assent	25	61
Private Bills		
-introduced	13	19
-received Royal Assent	9	11
Private Members' Public Bills		
-introduced	56	44
-received Royal Assent	1	0
Government Motions		
-number debated	17	19
-number agreed to	15	18
Private Members' Motions		
-number debated	11	21
-number agreed to	2	5
-number withdrawn	0	3
Written Questions		
-number of	34	47
-accepted	19	36
-not accepted	14	10
-withdrawn	1	0
Motions for Returns		
-number of	58	19
-agreed to	22	10
-defeated	32	9
-withdrawn	4	0
Committee of Supply (days)		
-main estimates	25	25
-Heritage Savings Trust Fund	3	5
-Capital Fund	2	2
Tablings and Filings		
-required by statute	136	95
-voluntary tablings	32	40
-filings	58	62
Petitions (excluding private Bills)		
-presented	8	21
-read and received	6	2

Information, Reference, and Co-ordination Services

Legislature Library

Assistant Deputy Minister/Legislature Librarian,
D. Blake McDougall

During 1989 the Legislature Library continued to provide information and reference services and to facilitate resource sharing among Alberta's government libraries. Library staff were also engaged in starting up the constituency office computerization program and in other interbranch projects.

The library's Information and Reference Services section, which is located at the Legislature Building, continued to provide services at record levels. During 1989 the staff responded to over 10,000 requests for information. Obsolete computer and micro reader equipment was replaced and facsimile equipment was acquired. All of these changes helped to enhance the efficiency of the unit. The conversion of the manual book catalogue to an automated format also continued.

The Legislature Library and the Glenbow archives continued to co-operate in microfilming Alberta weekly newspapers. The following titles were completed during 1989: *Bow Island Review, Raymond Chronicle, Raymond Leader, Raymond Recorder, and Raymond Rustler.* On an independent basis the Legislature Library microfilmed the *Grand Centre/Cold Lake Sun, Grand Centre Press, Grande Cache Mountaineer, Grande Cache Star, Jasper Booster, Jasper Gateway, Jasper Signal, Jasper Totem, Redwater News, Redwater Review, Redwater Star, Redwater Tribune, Redwater/Thorhild News,* and *Rocky Mountain House Mountaineer.*

A need for additional storage space for books, government publications, and periodical material was identified. Plans were made to place the related request in 1990.

The library's Co-operative Government Library Services section, which is located at the Legislature Annex, continued to provide technical counsel to department officials regarding the development of special library operations. In addition to responding to more routine requests for assistance, an extensive report was completed for the Alberta Workers' Compensation Board regarding the improvement of its library services.

The Co-operative Government Library Services section also continued to maintain the Alberta Government Libraries Union Catalogue, Union List of Serials in Alberta Government Libraries, Alberta Government Libraries' Interlibrary Loan Service, *Directory of Alberta Government Libraries*, and *Alberta Government Libraries Newsletter.* All of these services foster resource sharing among provincial government libraries and thereby enable the government to realize significant savings in operating costs.

The Co-operative Government Library Services section's communications capability was improved considerably when it acquired facsimile equipment. The section also established on-line access to the University of Alberta library's automated catalogue, which facilitated interlibrary loan service.

The section also assisted other branches of the Legislative Assembly Office in the preparation of Canadian citizenship lists for Members of the Legislative Assembly.

As well as carrying out his responsibilities as Alberta's parliamentary librarian, the Assistant Deputy Minister assisted the Legislative Assembly Office with financial and EDP (electronic data processing) matters. He served as chairman of the Legislative Assembly's constituency office computerization committee and the EDP strategic planning committee. During the early part of 1989, he administered a request for proposal for the acquisition of microcomputer equipment for Legislative Assembly offices.

He also served as chairman of the transportation committee for the 29th Canadian Regional Conference of the Commonwealth Parliamentary Association and was ably assisted by two other members of the staff.

During 1989 the Association of Parliamentary Librarians in Canada published a book entitled *Canada's Parliamentary Libraries*, which was designed and edited by the Assistant Deputy Minister/Legislature Librarian. He also began compiling biographical material for publication by the Legislature Library regarding Alberta's Lieutenant Governors and Premiers.

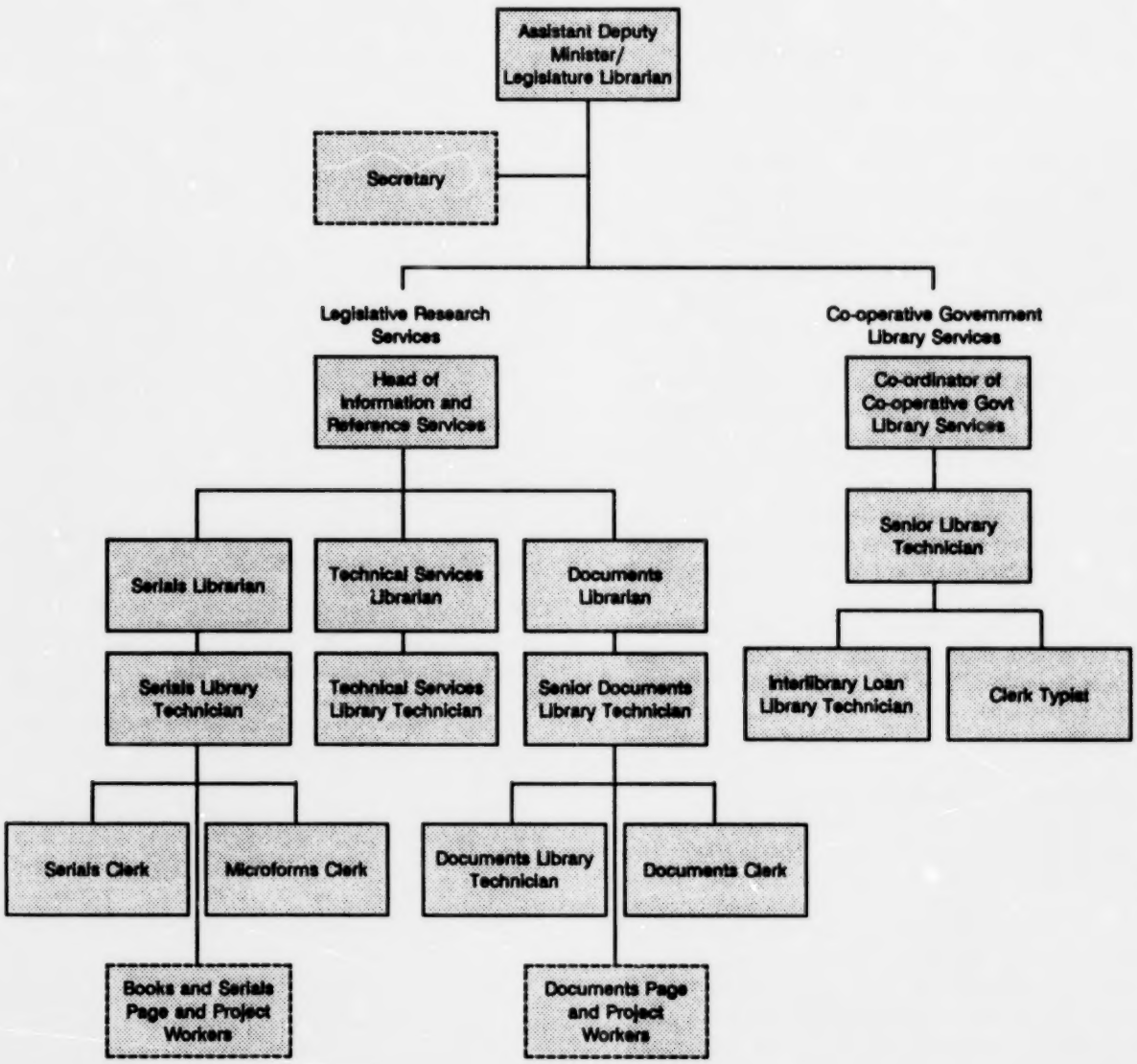
The Legislature Library was represented at the annual conferences of the Canadian Library Association, the Library Association of Alberta, and the Alberta Association of Library Technicians. The library hosted the annual meeting of the Association of Parliamentary Libraries in Canada. These conferences provide an opportunity for staff members to keep abreast of current developments in library and information science.

Finally, the Legislature Library continued to provide library orientation and training for new users and students of various related educational organizations, and survey data regarding the library was provided to a wide variety of organizations.

Legislature Library Comparative Statistics

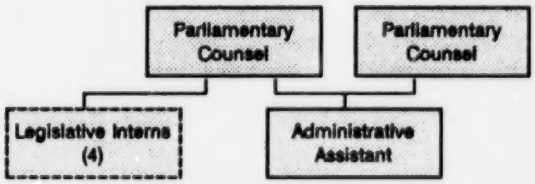
	1989	1988
1. Information and Reference Services Section		
Size of Complete Collection (by conventional count)	197,841	191,421
Circulation (Items borrowed for use outside library premises)	8,003	8,520
Number of Requests for "Quick" Information Service (Take less than 15 minutes)	10,151	9,905
Number of Requests for Extended Reference Service	865	823
2. Co-operative Government Library Services Section		
Size of the Alberta Government Libraries' Union Catalogue (Titles)	179,825	177,079
Size of the Union List of Serials in Alberta Government Libraries (Titles)	10,661	10,351
Number of Requests Serviced by the Alberta Government Libraries' Interlibrary Loan Service	6,663	8,226

LEGISLATIVE ASSEMBLY OF ALBERTA
LEGISLATURE LIBRARY
ORGANIZATION CHART



Legal Services

Parliamentary Counsel, M.W.J. Clegg and Michael P. Ritter



An unusually heavy demand for drafting sessional documents occurred in January and February because of the early opening of the Fourth Session of the 21st Legislature on February 17. About 60 private members' Bills were prepared for that session, and work was in progress on about 10 private Bills in the examination stage at the time of dissolution on February 20.

During the election period the branch was heavily involved not only in advice on election procedure during the campaign but in the investigation of certain matters which were not properly handled. One of these eventually resulted in a controverted election petition which was handled by outside counsel and required a significant amount of preliminary work by and liaison with the Parliamentary Counsel. A long investigation into an election finance infraction resulted later in the year in the laying of criminal charges.

In the First Session of the 22nd Legislature over 50 private members' Bills were introduced and another 20 drafted. The Private Bills Committee dealt with 13 petitions. During session Counsel were occupied with the usual heavy demand for advice and drafting on a variety of matters, in addition to the regular perusal of House documents.

At the end of the year drafting was under way in anticipation of heavy spring sittings in 1990. The other areas of service to members and staff continued as in previous years, with a fairly heavy volume.

Committee work was extensive both during and outside the sittings, and many of these committees involved Counsel to some extent. The Members' Services Committee enacted numerous orders using the authority delegated to it by the Legislature through amendments to the Legislative Assembly Act. A complex set of new orders and amendments were prepared by Parliamentary Counsel, who continue to be responsible for drafting and maintaining those orders and advising on their interpretation. The Members' Services Committee also approved changes to certain staff contracts, and Parliamentary Counsel, in co-operation with the Personnel Services branch, implemented these changes.

Parliamentary Counsel were extensively involved in advising on, and in some instances negotiating, various types of contracts, including equipment and office leases, fee-for-service contracts, and others.

On September 1 full administrative responsibility for the internship program was given to the Counsel who had formerly shared responsibility for the program with the Clerk Assistant. In September four new interns were welcomed to the Legislative Assembly, replacing the four whose 10-month term ended in June. Two of the 1988-89 interns extended their tenure with their assigned caucuses after June, and one of those became a permanent employee in the research branch of the Progressive Conservative caucus. The new interns were taken to the Legislative Assemblies of British Columbia and Yukon in November, and visits to Ottawa and Quebec City in 1990 were being planned.

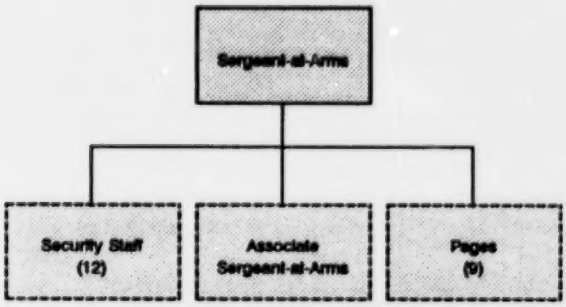
A new Administrative Assistant to Parliamentary Counsel joined the branch just prior to the June opening of the session. At the end of the year the branch was converting from the previous word processing system to a new microcomputer network. The new system is expected, after a transitional period, to bring further efficiencies in typesetting.

One Counsel was attached to the United Nations as an election supervisor in Namibia in November, for approximately one month.

Both Counsel continued to respond to numerous requests from various associations and educational institutions to provide public education seminars and lectures to increase an awareness of the legislative process and the rules of our provincial Legislature.

Ceremonial and Security Services

Sergeant-at-Arms, Oscar Lacombe



In 1989 the Sergeant-at-Arms continued his visits to constituency offices to review safety and security concerns. The number of offices visited to date is 63, and plans were made to visit the remaining offices during 1990. In addition a number of MLAs who were first elected in 1989 have requested a second visit since their constituency offices now have different staff than when the first visit occurred.

The Page program continued to operate successfully and to attract excellent candidates from throughout Alberta. The 10 Pages who served in 1989 were from Calgary, Sangudo, Fishing Lake, and Edmonton. Nine Pages were on duty at a time, but 10 were hired in order to allow each Page a day off every 10 working days. This provided Pages with more time to keep up with their studies and to prepare for their year-end examinations.

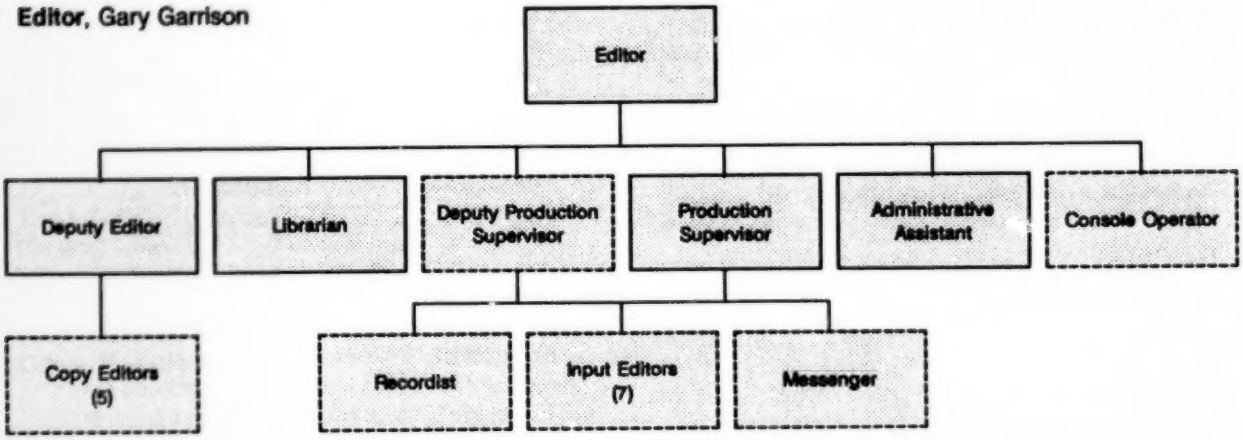
The Legislature security staff continued to perform their duties in and around the Chamber. Their work included an ongoing program of training focusing on physical fitness, first aid, crowd control, and preparedness for fires and other emergencies.

Since the session opened in June rather than the customary mid-March, the number of school groups and visitors attending sittings of the Assembly was less than in previous years. A total of 3,521 students and 3,955 other guests attended at least some portion of the sittings of the Assembly compared with 15,795 students and 4,343 other guests in 1988.

Reporting Services

Alberta Hansard

Editor, Gary Garrison



In addition to the primary work of producing the official report and index of House and committee proceedings, the *Hansard* branch converted to a new microcomputer system, produced and planned a variety of public education materials and policy handbooks for the Office and was engaged in several other activities in concert with other branches of the Office.

During 1989 the House sat for 49 days, and there were 26 night sittings, resulting in 75 issues of *Hansard*. The number of *Hansard* pages produced totaled 1,596, considerably fewer than the totals for 1988 and 1987. However, the committee workload was significantly heavier than in previous years.

The Senior Editor was given increased responsibility in overseeing regular production of House and committee transcripts, in supervising staff, and in making editorial decisions. Consequently her position was reclassified and her position title changed to Deputy Editor.

When the year began, *Hansard* was preparing for a session which was scheduled to begin on February 17. The appropriate number of sessional staff had been hired, training proceeded as usual, and everything was set for an early spring opening. Following dissolution of the House on February 20, work resumed on the 1971 *Hansard*, which had been started in the fall of 1987 and continued in the early months of 1988. To date 670 pages of text and a partial index have been produced. Copies have been deposited with the Legislature Library and the Provincial Archives.

The First Session of the 22nd Legislature opened June 1 and continued until August 18, a total of 48 sitting days, including 26 night sittings. Since the conclusion of the sittings, committee activity has been much more extensive than usual. This was due primarily to the 22 meetings and public hearings of the Select Special Committee on Electoral Boundaries, for which transcripts were produced.

From mid-October until just before Christmas there were very few breaks in the production of committee transcripts. Committee work was supplemented by work on the transcripts for the Commonwealth Parliamentary Association conference and the conference of the Canadian Council of Public Accounts Committees, both of which were held in Alberta in July.

During the winter of 1988-89, as the electronic data processing strategic plan for the Legislative Assembly Office was being developed, a study was commissioned on the feasibility of a microcomputer network for *Hansard* to replace the word processing system which had been in place for nearly six years. The study showed the network to be feasible and economically justifiable, and the necessary equipment was acquired. In the spring preliminary work was done on setting up the network, including training of two members of the staff and extensive testing.

The old system continued in use through the session, but in September and early October the old equipment was removed, the new equipment installed, and the remainder of the *Hansard* staff were trained on the new equipment. For the remainder of the year, *Hansard* work was performed using the new microcomputer network, and very few significant problems were encountered.

In October work began on transferring the *Hansard* Style Manual and the research list to the new system. This work is expected to be completed prior to training new sessional staff in mid-February 1990.

Maintenance continued on the microcomputer software used for the *Hansard* index, the most significant developments being the use of in-house technology for producing camera-ready copy for the annual printed index and the conversion of the regular index printouts from the previous word processing language into the new, microcomputer-based language.

The capability of performing key word searches on *Hansard* text was maintained for the second year, with each daily issue telecommunicated and loaded onto a mainframe computer at Public Works, Supply and Services the day following the proceedings being reported. At the end of the year preparations were under way to test a different telecommunication process and to convert the online system to accept text generated on the new word processing software.

During the early part of the year the Editor was involved in editing and producing a dissolution policies booklet based on input from the managers of the Legislative Assembly Office. The booklet outlined the policies of the Office with respect to members' remuneration, benefits, allowances, and services upon dissolution of the Legislature. This booklet was distributed to MLAs near the time of dissolution.

Hansard was given responsibility for final production of a new *Members' Guide*, and much of the work on this project was done during the election campaign period so that copies could be given to all of the members of the new Legislature shortly after polling day. Work was done on an update including the telephone numbers, fax numbers, and room numbers of MLAs' Legislature offices and the telephone numbers and fax numbers of their constituency offices; the update also included the changes made by the Members' Services Committee to MLA indemnities, allowances, and salaries. It is slated for distribution prior to the 1990 opening.

In early February the video entitled *From Lip to Script: the Making of Alberta Hansard* was released. Copies were provided on request to MLAs and were made available at the Legislature Library for short-term loan and at the *Hansard* office for long-term loan. The video was broadcast by a local cable TV channel, has been shown to visiting groups by Visitor Services, and has been made available, through their respective MLAs, to numerous schools and libraries throughout the province. In the fall production began on a second video, *Your Legislative Assembly at Work*. It was scheduled for completion early in 1990, and plans have been made for extensive use of this video by Visitor Services. It will also be made available to individual MLAs to share with their constituents.

In co-operation with Visitor Services, plans were developed to produce a series of concise fact sheets to complement the video and assist visitors and others in understanding how the Legislative Assembly works, what MLAs do, what the Legislative Assembly Office is and does, and the like. This material will replace the *Visitors' Guide* as well as making available new information on subjects not covered or only briefly mentioned in the *Visitors' Guide*. Work on the fact sheets began in December.

Several members of the staff were involved in work on the Commonwealth Parliamentary Conference which was hosted by Alberta in July. *Hansard* staff edited and produced the biographical sketches of the delegates and designed the daily conference newsletter. The Editor served as a shuttle van driver at the conference in Calgary and Edmonton, edited and produced the daily newsletter, and provided *Hansard* coverage of the business sessions as well as overseeing the layout of the conference room, the installation of a portable sound system, and the simultaneous interpretation service.

Work also proceeded on a book entitled *Hansards of the Commonwealth*, a survey of the production methods, administrative structure, and editorial policies of *Hansard*s throughout the Commonwealth. A draft version was distributed to all the *Hansard* Editors in the fall, and they were asked to correct and update the information provided on their own operations. Publication of the final edition is scheduled for July 1990 at the Commonwealth *Hansard* Editors Association conference in Halifax.

Hansard continued to be responsible for the printing contracts for Votes and Proceedings, Orders of the Day, and Bills. For the second year tenders were invited from printers on two contracts, the first covering *Hansard*, Votes, and Orders, and the second covering Bills. The printing contracts for 1990 were awarded in December. As well, *Hansard* was involved in redesigning the format of Votes and Orders to make them more uniform and more readable.

Hansard Statistics
House

Year	Sitting Days	Total *Hansard* Pages	Sitting Hours
1989	49 (26 nights)	1,596	211.90
1988	72 (33 nights)	2,264	311.19
1987	81 (30 nights)	2,340	311.10
1986	69 (32 nights)	1,932	277.85
1985	51 (22 nights)	1,350	193.13
1984	64 (25 nights)	1,512	219.78

Hansard Statistics

Committees (Includes special events and other meetings of which transcripts were produced.)

Year	No. of Meetings Reported	Total Pages	Meeting Hours
1989	88	1,276	140.63
1988	82	985	124.82
1987	67	1,032[1]	122.04
1986	55	610	80.02
1985	74	1,098	102.98
1984	66	714	85.96

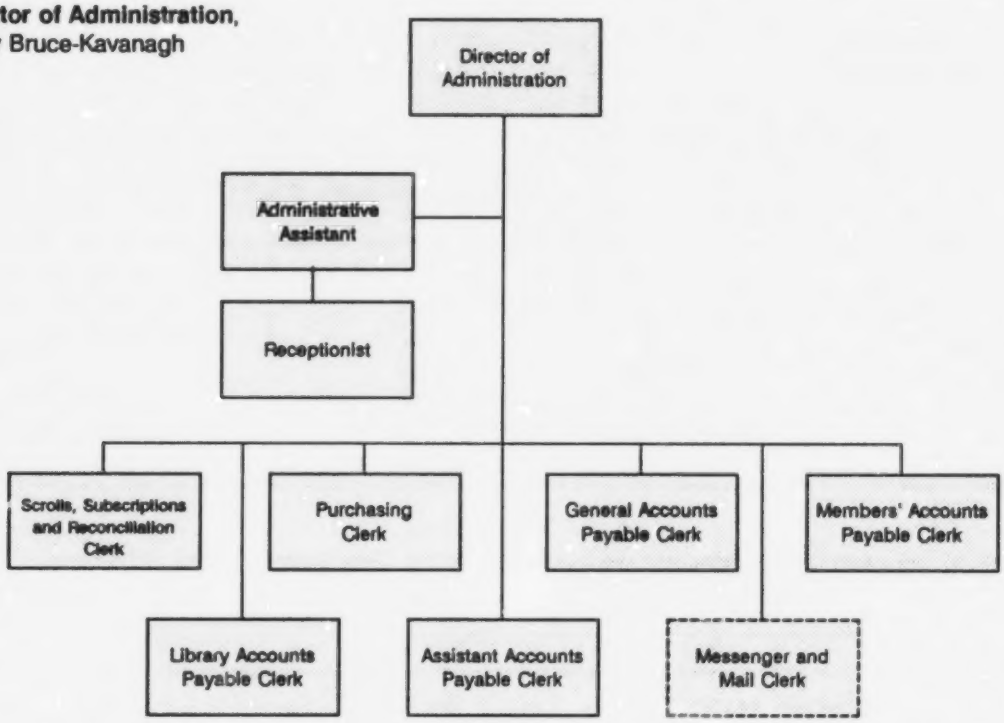
[1]Starting March 5, 1987, committee transcripts were published in the same typeset format as *Hansard*.

Index Inquiries

Year	Legislative Assembly	Departments	Public	TOTAL
1989				
•online searches	22	0	3	25
•other inquires	123	37	21	181
•total	145	37	24	206
1988	121	40	37	198
1987	100	22	45	167
1986	81	14	29	124
1985	69	9	16	94
1984	88	12	23	123

General Administration

Director of Administration,
Kathy Bruce-Kavanagh



General Administration continued to provide invoice processing services for all branches of the Legislative Assembly Office and to play a leading role in developing the annual budget estimates for presentation to the Members' Services Committee. The branch has also been administering lease agreements and fee-for-service and equipment contracts for caucus and constituency offices, providing supplies to members and other branches of the Office, and performing a variety of other services.

In addition to these regular activities, the branch undertook a number of initiatives during the year, the bulk of which related to Treasury's remote data entry system and a new computer system for MLA accounts.

The new computer system designed to handle MLA accounts was up and running April 1. The system was designed and maintained by the Information Systems branch of Public Works, Supply and Services with the assistance of General Administration. After startup the system has performed well, with only a few minor adjustments required. The MLA accounts payable system, which interfaces with Treasury's remote data entry system, provides the members and Legislative Assembly management with monthly reports on constituency budgets and pertinent information regarding the members' other allowances. Further enhancements to this system were planned for implementation before the end of the 1989-90 fiscal year.

The conversion to Treasury's remote data entry system was effected in November 1988. The accounting area now performs both the coding and data entry functions, and its role in DFS/CFS balancing and control has been expanded. This transfer to the branch of work which had previously been done by Treasury has significantly increased the workload and made necessary a new division of accounting functions among the staff.

The remote data entry system has resulted in a quicker turnaround time and better control of invoice payments and has reduced processing errors. In September accounting staff attended a Release 87 course held by Treasury, which dealt with an update of the DFS/CFS system implemented on December 4.

The final report of the compliance audit performed by Disbursement Control in the fall of 1988 was issued in January, and in July a review of the branch's balancing procedures was performed by Disbursement Control.

The branch continued to administer lease agreements for constituency office space, lease and maintenance contracts for caucus and constituency office equipment, and fee-for-service contracts for caucus and constituency offices. This involved providing assistance in selecting and completing the appropriate type of contract, having the contract reviewed by the Parliamentary Counsel and signed by the Clerk, and administering the terms of the contract for its duration.

Day-to-day support was given to the constituency offices in terms of ordering furniture, additional telephones, purchasing practices, rental of equipment, and policies and procedures, and a supply of standard stationery items was maintained for Assembly offices. To provide special promotional items to members, the branch maintained a supply of a variety of general promotional items. Plans were made so that within the first months of 1990 there could be a computerized inventory system for both the standard and promotional items.

General Administration maintained the congratulatory scrolls service to members for special birthdays and anniversaries of constituents, and the subscription service, which involves collecting annual subscription fees, maintaining the mailing lists, and co-ordinating the mailing and delivery of *Hansard* and other sessional documents.

During the year the branch, on behalf of the Legislative Assembly Office, collected and deposited $100,210.48 to the general revenue account of the province. This amount includes library fees and subscriptions.

In anticipation of the general election in March, the branch played a major role in developing the dissolution policy materials for MLAs, and prepared an orientation package for new members. A fixed asset inventory of all constituency offices was performed both before and after the election, with the assistance of the Sergeant-at-Arms. The General Administration office also participated in the preparation of the new *Member's Guide*.

With the startup of the Information Systems Services branch in April, the responsibility for systems administration was transferred out of General Administration.

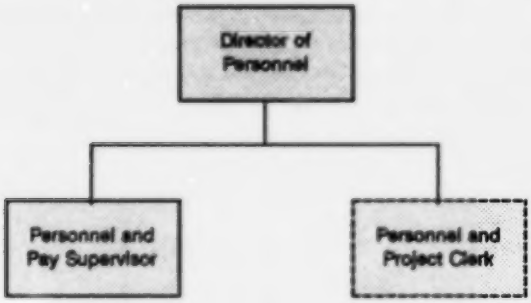
Two members of the staff participated in hosting the 29th Canadian Regional Conference of the Commonwealth Parliamentary Association held in July. (See Special Events, page 24.)

General Administration
Comparative Statistics

	1989	1988
Invoices coded	20,161	19,177
Invoices, data entered	20,161	2,390
Mail processed	24,945	26,199
Department vendors established	2,080	-
Scroll requests	3,379	2,967
Hansard subscriptions	602	661
Bound *Hansard* subscriptions	84	81
Sessional mail subscriptions	927	919
Journals subscriptions	927	919
Votes and Proceedings subscriptions	389	243
Bills, hand delivered	201	222
Orders of the Day, hand delivered	443	459
Direct purchase orders issued	207	408
Promotional requests filled	563	642
MLA purchase orders processed	5,130	4,850
Other requests	2,592	2,320
Special requests	213	200
Constituency offices, moved	11	-
Constituency offices, new	17	-

Personnel Services

Director of Personnel, Cheryl Kvist



The branch's prime objective is to provide support and assistance to the members and employees of the Legislative Assembly in all aspects of personnel administration. In 1989 this was accomplished through a variety of activities.

Dealing with the significant turnover of MLAs and staff that resulted from the March 20 general election was the most challenging single task dealt with by the branch.

Prior to the election call, Personnel Services contributed to a dissolution policy pamphlet explaining the effect of dissolution on MLA benefits and on staff who work directly for the MLAs. A contribution was also made to the new *Members' Guide* to specify MLAs' remuneration rates and explain MLA benefits, constituency office allowances, and the like.

Thirteen MLAs who served in the 21st Legislature chose not to run again, and eight who did run were defeated. Consequently, during the campaign period and shortly after the election, work was done to explain the extended benefits options to the nonreturning MLAs and to ensure that pensions and re-establishment allowances were properly administered.

Immediately following the election, the 21 new MLAs were contacted, their benefits and options were explained to them, and they were formally put on the payroll. Branch personnel played a major role in the ensuing program of orientation for new members.

Personnel Services was involved as well in administering the payroll and personnel aspect of the constituency and caucus staff changes which occurred as a result of the election.

A major initiative during the year was the development and introduction of new employment contracts, including one which now provides the option to members of offering certain employee benefits to constituency office staff.

Allowances for committee service and parliamentary meetings had previously been paid to MLAs through the accounts section of General Administration, but in 1989 this was changed. These payments are now being processed through the payroll system, which means that pensionable earnings can be more readily identified and pension contributions more easily handled. A number of other adjustments were made to implement other changes in indemnities, allowances, and benefits made by the Members' Services Committee.

The Legislative Assembly was again involved in employment programs, including priority employment (PEP), summer temporary employment (STEP), employment skills (ESP), Quebec/Alberta student exchange, and the work experience program, and Personnel handled the administrative work associated with them.

The branch co-ordinated recruitment and staffing activity in the Legislative Assembly Office and helped to ensure that consistent and fair employment practices were followed. Personnel assisted MLAs in screening and interviewing staff for their constituency offices and helped caucuses recruit staff, as requested.

Career counseling services were provided as well as advice to employees and management respecting work related problems and concerns.

All positions and the organizational structures within the Legislative Assembly Office were reviewed to ensure that positions were appropriately recognized from both a classification and pay perspective.

In order to help ensure that staff continue to develop their skills, Personnel Services promoted job-related training and development for employees both through programs offered by Personnel Administration and by nongovernment agencies and institutions.

The branch's mandate includes helping to ensure that the workplace is a safe and healthy environment. MLAs and employees were periodically given information and advice to explain how steps could be taken to achieve that end.

Personnel Services continues to streamline internal systems to meet appropriate control and audit requirements, and is well advanced in the automation process.

The Director participated in planning and hosting the Commonwealth Parliamentary Association Canadian Regional Conference in July, serving as a van driver and events co-ordinator.

Personnel Statistics

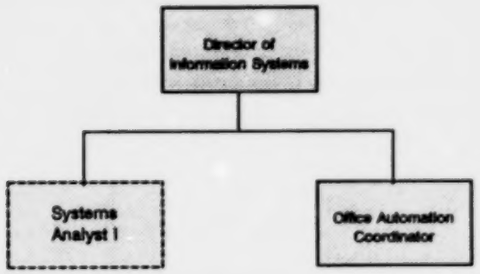
Pay and Benefit Statistics	
Salary system	
Commencements	95
Terminations	59
Transfers	17
Wage system	
Commencements	114
Terminations	71
Total	356

Personnel Statistics

Staff and Position Complement, 1989	
Staff positions	
Permanent positions	42
Non permanent positions	3
Wage positions	38
MLA positions	
Members	83
Office other than member	12
Committee membership	228
Employment contracts	
Caucus	65
Constituency	70
Other	18
Total	153
Programs	
Priority Employment Program (PEP)	50
Summer Temporary Employment Program (STEP)	48
Employment Skills Program (ESP)	9
Quebec/Alberta exchange	3
Work experience	2
Total	112
Grand total	671

Information Systems Services

Director of Information Syste[illegible]
Bill Gano



Information Systems Services was formally established as a branch in April 1989, its stated purpose to provide electronic data processing (EDP) and office automation services to the Legislative Assembly of Alberta. Since that time much effort has been directed toward organizing a support structure to provide advice and assistance in these areas. A branch budget was developed, a long-term EDP strategic plan was drafted and adopted, the branch proceeded with the program of constituency office computerization, and a variety of support services were offered to other branches.

Following establishment of the branch, the Director of Information Systems was hired and the Office Automation Co-ordinator was transferred into the branch from General Administration. This allowed the branch to begin installing new microcomputer equipment that was acquired in March.

In the spring equipment was installed in eight constituency offices and in several offices at the Legislature, and training classes were conducted to ensure the equipment would be used effectively. The equipment situated in the Legislature and Legislature Annex buildings was linked together via a local area network, and the remote sites were supplied with telecommunication capabilities. Following installation in the constituency offices, site visits were conducted to provide further training and assistance to the staff there.

Once the Assembly's 1989-90 budget was approved, the next phase of constituency office automation was undertaken: hardware and software for 35 additional offices were acquired. As well, training courses were conducted in Calgary and Edmonton for staff from each office, and one more wage person was hired to provide continuing support for these offices.

Work proceeded on the EDP strategic plan during the spring and summer months. It was submitted to the Members' Services Committee for review in August and approved in December. The document provides overall direction for the implementation, enhancement, support, and maintenance of EDP hardware and software in the Legislative Assembly. The plan also addresses issues related to financing EDP projects and training staff affected by the new technologies being introduced.

Another major undertaking during the first four months of the branch's existence was to establish a budget by consolidating EDP funds already allocated to other areas of the Legislative Assembly in the 1989-90 budget.

The decision to terminate the costly maintenance contracts on existing equipment and to pay only for technician time and parts actually used freed up a significant pool of funds. These funds were reallocated toward the acquisition of new equipment to replace the Assembly's obsolete system over a period of several years. The first of the new equipment was purchased in December. The upgrading process is part of the general plan to keep the system up to date by phasing in new equipment and phasing out the old on an ongoing basis.

Other tasks undertaken by Information Systems Services during this period included the following.

An EDP management committee, chaired by the Director, was formed to advise the Legislative Assembly Office regarding the management of existing EDP resources and future EDP requirements. The committee meets monthly and has representation from each caucus and all noncaucus areas.

A delegate registration system was developed to assist the support staff involved in the Commonwealth Parliamentary Association Conference, which was held in Alberta in July. (See Special Events, page 24.)

A mailing list system was developed to provide facilities for the easy management of mailing lists in the constituency offices.

A system was developed to assist in tracking and managing applications received by the Ombudsman Search Committee.

Procedures were developed to assist in creating Bills, Votes and Proceedings, and the Order Paper, using the new microcomputer technology.

The branch assisted the Electoral Boundaries Committee in hiring an EDP contractor to design, develop, and implement a mapping system.

New technology hardware and software were installed for managers of the Legislative Assembly Office.

Assistance was provided to facilitate the conversion of *Hansard* from the old technology to the new networked microcomputer technology.

Information Systems Services
Comparative Statistics

	December 1989	March 1989
1. Remote Workstations Installed	43	0
2. Local Workstations Installed	115	90
3. Local Workstations Converted	25	0
4. Person Days of Training	70	0

Special Events

29th Canadian Regional Conference, Commonwealth Parliamentary Association, July 12 to 17

Speaker David J. Carter welcomed over 200 delegates, observers, and invited guests to the 29th Canadian Regional Conference of the Commonwealth Parliamentary Association, which opened in Calgary on July 12 and concluded with the final business session in Edmonton July 17.

Representatives from all across Canada were in attendance, as were Speaker Lawson Weekes of Barbados, President of the Commonwealth Parliamentary Association; Dame Peggy Fenner, MP, and John Evans, MP, from the United Kingdom; and a delegation from the state of Montana.

In addition to Speaker Carter, Alberta MLAs who attended the conference were: Pearl Calahasen (Member for Lesser Slave Lake), Brian Evans (Member for Banff-Cochrane), Yolande Gagnon (Member for Calgary-McKnight), Gerry Gibeault (Member for Edmonton-Mill Woods), Bill Payne (Member for Calgary-Fish Creek), and Don Tannas (Member for Highwood). Stan Nelson (Member for Calgary-McCall) and Alan Hyland (Member for Cypress-Redcliff) were guest speakers at the conference in their respective roles as chairman of the Alberta Alcohol and Drug Abuse Commission and chairman of the Alberta Water Resources Commission.

The discussion topics at the business sessions were:

- Oil and Gas Industry: Energy Self-sufficiency in Canada, Myth or reality?
- Substance Abuse: A Challenge to Governments in the 1990s,
- Water Management: Development of the Resource,
- National Parks Policy: Achieving a Balance between Development and Preservation,
- Special Waste Management: the Role of Government, and
- The Viability of Energy Megaprojects.

A variety of activities were organized, including a special program for delegates' children. Among the activities were visits to the Calgary Stampede, the Tyrrell Museum, Heritage Park, Kananaskis Country, Banff, Lake Louise, and West Edmonton Mall.

The staff who worked on the conference were:

- Advisory committee: Rod Scarlett, Executive Assistant to the Speaker; David McNeil, Clerk; and Karen South, Clerk Assistant.
- Transportation committee: D. Blake McDougall, ADM/Legislature Librarian; Oscar Lacombe, Sergeant-at-Arms; Karen Powell, Co-ordinator of Co-operative Government Library Services; and Brent Lakeman, Library Books Page.
- Registration and hospitality committee: Louise Kamuchik, Committee Administrative Assistant, and Susan Purdy, Speaker's Administrative Assistant.
- Spouses and children committee: Eleanor Art, Secretary of Calgary-Egmont constituency office; Jane Pickard, Scrolls and Subscriptions Clerk; and Jacquie Breault, Accounts Clerk.
- Events co-ordination committee: Cheryl Kvist, Director of Personnel.
- Publicity and publications committee: Gary Garrison, Editor, *Alberta Hansard*.

The following personnel from outside the Legislative Assembly Office were involved in the opening and closing ceremonies: Graham Sherwood, Chief of Protocol; Linda Edser, Protocol Officer; and Marlene Smith, Curator, McKay Avenue school.

Hosting this major conference had a big impact on the workload of all of the noncaucus staff of Assembly. The conference came in the middle of a session of the House and required a number of managers and other key people to spend time away from their normal responsibility areas both before and during the conference, which placed extra pressure on the staff who were not working on the conference. Despite the exceptionally heavy workload, sessional work proceeded smoothly, and the conference was a resounding success.

Canadian Council of Public Accounts Committees, July 9 to 12.

Mr. Barry Pashak (Member for Calgary-Forest Lawn), chairman of the Public Accounts Committee, hosted the Canadian Council of Public Accounts Committees. Forty-seven delegates, observers, and invited guests attended. In addition to Mr. Pashak, Mr. Ron Moore (Member for Lacombe) and committee clerk Ann Quinn represented Alberta. The organizational and administrative work for the conference was handled by committee branch staff.

The conference included a joint session with the Conference of Legislative Auditors which focused on the relationship between public accounts committees and auditors in Australia, there was a presentation on comprehensive auditing, and the experience of the Public Accounts Committee of New South Wales, Australia, three representatives of which were in attendance, was also discussed. Business sessions were held in the Legislative Assembly Chamber.

A special program was organized for the spouses, guests, and children of the delegates. A postconference tour to the Calgary Stampede, Banff, and Lake Louise was offered to participants.

Remembrance Day Service

On November 10 Speaker David J. Carter conducted the traditional wreath-laying ceremony in the rotunda of the Legislature Building. Other participants included Sergeant-at-Arms Oscar Lacombe, Chief of Protocol Graham Sherwood, and Everett Johnson of the Corps of Commissionaires.

Christmas Service

On December 3 the Legislature was the site of a Christmas carol service, after which the Christmas lights on the Legislature Grounds were formally turned on for the season. Participants included Her Honour the Honourable the Lieutenant Governor W. Helen Hunley, Premier Donald Getty, Speaker David J. Carter, Stan Woloshyn (Member for Stony Plain) representing the Official Opposition, custodian Terrance LeBlanc, and Paula Hennig representing youth.

The Hon. Speaker, Members of the Legislative Assembly, and staff of the Legislative Assembly Office are involved in ongoing liaison with members and staff of other parliaments and with other representatives of foreign countries. In 1989 such liaison included the following visits.

February 6	Mr. Michel Delfosse, Consul General, Belgium
March 27	Hon. Kevin R. Rozzol, Speaker, New South Wales, Australia
April 20	His Excellency Alojzy Bartoszek, Ambassador of Poland
April 24-26	Yukon Legislature
April 28	Mr. Gerhard Braumueller, Consul General, Federal Republic of Germany
	Inspector Horst Pawkowki, of the Federal Republic of Germany
May 2	His Excellency Bjorn Olsen, Ambassador of Denmark
May 4	Federal Republic of Germany parliamentarians
May 19-21	Hon. David Tonkin, Secretary-General, Commonwealth Parliamentary Association
May 24	40th anniversary, Federal Republic of Germany
June 14	Mr. George Shaw, President, Legislative Council of Tasmania, Australia
June 16	Mr. Max Inhelder, Consul General of Switzerland
June 21	Association of Parliamentary Librarians in Canada
June 22-23	His Excellency Hiroshi Kitamura, Ambassador of Japan and Consul General of Japan
July 10-12	Canadian Council of Public Accounts Committees conference (See Special Events, page 25.)
July 12-17	Commonwealth Parliamentary Association, 29th Canadian regional conference (See Special Events, page 24.)
August 8	Representative Theodore M. Haik, Jr., Louisiana
August 9	His Excellency Edward N. Ney, Ambassador of the United States of America
October 21	20th annual achievement awards dinner
October 23	His Excellency Erkki Mäentakanen, Ambassador of Finland
October 23	Hon. Stan Stephens, Governor of Montana
November 4	Consular ball
November 8	Montana Centenial ball
December 11	Mr. Kie Ok Chung, Consul General, Korea

Participation in National and International Organizations

January 20 to 24, Commonwealth Parliamentary Association, Canadian Region, Canadian Conference of Presiding Officers. Attended by Speaker David J. Carter, Deputy Speaker John Gogo, and David McNeil, Clerk.

March 16 to 19, American Society of Clerks and Secretaries. Attended by the Clerk, on behalf of the Association of Clerks at the Table in Canada.

April 27 to 30, Alberta Library Conference. Attended by D. Blake McDougall, ADM/Legislature Librarian, and Lorne R. Buhr, Head of Information and Reference Services.

May 6 to 12, Commonwealth Parliamentary Association, Canadian Region, executive meeting. Attended by the Speaker.

May 25 to 28, Alberta Association of Library Technicians Conference. Attended by Maria A. Blanchet, Interlibrary Loans Library Technician, and Lynda J. Shurko, Serials Library Technician.

June 2 to 4, Commonwealth Parliamentary Association, Canadian Regional Council annual meeting. Attended by the Speaker and the Clerk.

June 21 to 25, Canadian Library Association Conference. Attended by D. Blake McDougall, ADM/Legislature Librarian.

July 9 to 12, Annual Meeting of the Canadian Council of Public Accounts Committees. Hosted by Barry Pashak (Member for Calgary-Forest Lawn), chairman of the Public Accounts Committee, and attended by Ron Moore (Member for Lacombe), and Ann Quinn, Administrative Assistant to Committees. (See Special Events, page 25.)

July 12 to 17, 29th Canadian Regional Conference, Commonwealth Parliamentary Association. (See Special Events, page 24.)

August 6 to 11, National Conference of State Legislatures. Attended by Frank Bruseker (Member for Calgary North-West), Christie Mjolsness (Member for Edmonton-Calder), and Steve Zarusky (Member for Redwater-Andrew).

August 15 to 18, Canadian Association of Sergeants-at-Arms. Attended by Oscar Lacombe, Sergeant-at-Arms.

August 16 to 18, *Hansard* Association of Canada annual conference. Attended by Gary Garrison, Editor, and Deirdre Grist, Indexer.

September 26 to 28, Commonwealth Parliamentary Association, Canadian Regional Council meeting. Attended by Deputy Speaker Stan Schumacher and Deputy Chairman of Committees Halvar Jonson.

October 5 to 12, 35th Commonwealth Parliamentary Conference. Attended by the Speaker, Nick Taylor (Member for Westlock-Sturgeon), Marie Laing (Member for Edmonton-Avonmore), and the Clerk.

October 26 to 28, Pacific Northwest Legislative Leadership Forum. Attended by the Speaker and Rod Scarlett, Executive Assistant to the Speaker.

October 30 to November 1, Canadian Ombudsman Conference. Attended by Derek Fox (Member for Vegreville) and Don Tannas (Member for Highwood).

November 16 to 19, Commonwealth Parliamentary Association, Canadian regional seminar. Attended by Jerry Doyle (Member for West Yellowhead) and Gordon Wright (Member for Edmonton-Strathcona).

November 19 to 21, Canadian Comprehensive Auditing Foundation. Attended by Tom Sigurdson (Member for Edmonton-Belmont) and Barry Pashak (Member for Calgary-Forest Lawn).

December 6 to 8, Council on Governmental Ethics Laws Conference. Attended by John Drobot (Member for St. Paul).

Summary of Budget Estimates by Account
Legislative Assembly Office

Code	Description	1989-90 Estimate	1988-89 Estimate
	Salaries, Wages & Employee Benefits		
711A00	Salaries - Permanent	$1,522,435	$1,379,323
711B00	Salaries - Nonpermanent	340,427	932,924
711C00	Wages	372,929	349,717
711D00	Contract Employees	1,682,962	1,156,487
711E00	Employer Contributions	499,346	462,952
711F00	Allowances & Benefits	25,470	8,925
Subtotal		**4,443,569**	**4,290,328**
	Supplies & Services		
712A00	Travel Expenses	1,333,872	1,320,700
712C00	Advertising	131,522	114,540
712D00	Insurance	2,500	1,200
712E00	Freight & Postage	522,916	510,182
712G00	Rental of Property, Equipment & Goods	557,280	519,559
712H00	Telephone & Communications	341,845	371,054
712J00	Repair & Maintenance of Equipment	225,323	163,381
712K00	Professional, Technical & Labour Services	3,682,413	2,724,028
712L00	Data Processing Services	66,975	59,885
712M00	Hosting	135,609	54,124
712N00	Other Purchased Services	9,213	9,210
712P00	Other Materials & Supplies	752,054	750,515
Subtotal		**7,761,522**	**6,598,378**
	Other Grants		
713X00	General	8,000	19,500
Subtotal		**8,000**	**19,500**
	Payments to Members of the Legislative Assembly		
715A00	Payments to MLAs	5,481,759	4,716,121
	Re-establishment Allowance	410,000	
Subtotal		**5,891,759**	**4,716,121**
	Purchase of Fixed Assets		
724C00	Data Processing Equipment & Software	383,255	198,522
724F00	Office Equipment	19,400	5,300
Subtotal		**402,655**	**203,822**
Total		**$18,507,505**	**$15,828,149**